

Silver Queen West Condominium Association  
After Annual Board Meeting via Zoom  
November 14, 2020

**Directors Present:**

Lydia Fausset, Larry Funk, Joanne Gipple, Paul Gottler, Elaine Johnson, Angelique Justich and Stan Stansfield.

**Board Representatives Present:**

Tom Brennan – Property Manager  
Eric Nicholds – Basic Property Management, Inc. (BPM)  
Gary Nicholds – Basic Property Management, Inc. (BPM)

**Owner's Present:**

Chuck Hakkairian, Unit #7327  
Michael & Sherri Kelley Unit # 7315  
Candace Figa Unit # 7326

**Call to Order:**

President Joanne Gipple called the meeting to order at 1030.

**Approval of Minutes:**

*A motion was made and seconded to approve the minutes for the September 25, 2020 board meeting. The minutes were unanimously approved.*

**Election of Board Positions:**

*The motion was made and seconded to maintain the existing officers for 2021. The motion was unanimously approved.*

**Old Business:**

Joanne asked board members to review the declaration provided by Lindsay Smith with a plan to meet via Zoom to discuss the document. Gary agreed to contact Lindsay Smith for an updated redline document and copy of the by-laws. Joanne mentioned that we need to get more clarity regarding the association's insurance policy from Steve DeRaddo prior to the meeting.

A board working session was scheduled for December 11, 2020 at 1500 via Zoom.

### **New Business:**

Due to recent plumbing issues, it was suggested that all owners be asked to check their shut off valves for water supply to their kitchen and bathrooms.

Larry mentioned that our master key system has been compromised by a number of owners with the installation of replacement lockset and touchpad entrance door systems. The board agreed that all entrance doors need to be checked as an ongoing process every six-months to identify units that may have been removed from the master system. Gary suggested that he contact Lindsay Smith for direction in this effort. Additionally, Gary agreed to have Kerry send out an email blast to all owners reminding them of the association's entrance door lock policy.

Angelique and Lydia volunteered to obtain a master key and current door keypad combinations from Tom and in the next few weeks visit all units to identify lock issues. It was suggested that as a security measure that an email be sent to owners prior to checking entrance door locks. It is the board's plan to conduct these inspections as an ongoing process every six-months.

It was suggested that the board look into obtaining a part-time employee to assist Tom and Karen with tasks that former employee Tom Luhr performed.

Stan mentioned that the board might want to consider the purchase or rental of a drone to check issues with roofs. Stan will investigate and report back at the February board meeting.

### **Executive Session:**

The board entered executive session at 1140 to discuss employee compensation.

*A motion was made to accept the 2021 employee compensation schedule prepared by the budget committee. The motion was unanimously approved.*

The board returned from executive session at 1150.

### **Scheduled Board Meetings:**

The next scheduled board meeting was scheduled for Friday, February 12, 2021 at 1500 via Zoom.

*The motion was made and seconded to adjourn at 1151. The motion was unanimously approved.*

Respectfully submitted:

Larry Funk, Secretary